



Montgomery County Government & UFCW Local 1994, MCGEO Sick Leave Bank (SLB)



Donation/Membership Application for Leave Year 2014

Employee Name _____

Employee ID (can be found in MCtime or from timekeeper) _____

I agree to donate a total of 8 hours leave, in any combination of annual and/or sick leave, to the Sick Leave Bank, as follows (your current leave balances can be found in MCtime or on payslip):

Annual Leave _____

Sick Leave _____

Total 8

The deadline for submitting this form for Leave Year 2014 is December 13, 2013.

Submit this form to OHR/Occupational Medical Services (OMS).

By submitting this form, the employee acknowledges that: the leave donation is final and not reimbursable even if the employee leaves the bargaining unit before the end of the leave year; the MCG/MCGEO Joint Sick Leave Bank Committee may assess an additional maximum assessment of 4 hours per SLB member for Leave Year 2014; and that decisions regarding requests for SLB leave will be made in accordance with the SLB *Policy and Rules of Procedure*.

Signature

Date